V. ADMINISTRATIVE ORGANIZATION

This chapter presents a brief summary of the statutory provisions for the overall employment security agency, the advisory councils, and the appeals authorities. All these provisions emphasize the public interest in the program as well as the interest of employers and employees as the groups most immediately concerned.

Place of the Employment Security Agency in the State Government

There are no Federal requirements concerning the form of State administrative organization or its position in the State government. The Wagner-Peyser Act, the basic law of the employment service, requires that States designate, or authorize the creation of, a State agency vested with all powers necessary to cooperate with the U.S. Employment Service. The Social Security Act requires that State laws must include provision for making such reports containing such information as the Secretary of Labor may require. All the State laws include provisions that meet these specific Federal requirements and a general statement on Federal-State cooperation.

The administrative organization of the employment security agencies shows considerable diversity. Fourteen State employment security agencies are independent boards or commissions. Eighteen are independent departments of State governments, reporting directly to the Governor. Another 19 are in State departments of labor, and 1 is in the State workmen's compensation agency. These various types of administrative organization are outlined in the three parts of table 35.

Independent board or commission.—The 14 employment security or unemployment compensation commissions or boards are made up of 3 to 7 members, usually 3, appointed by the Governor, except in South Carolina where members of the commission are elected by the State general assembly.

The interest of employer and labor groups and of the public in the program is recognized in the statutory provisions for tripartite membership in five commissions. In the District of Columbia and Michigan, employer and employee groups must be represented. In Mississippi, where the three members represent the three State supreme court districts, one member must be a representative of workers. Indiana requires one representative of large employers and one of independent merchants and small employers as well as two representatives of labor.

Table 35.—Organization of State employment security agencies

A.—Independent commission or board (14 States)

		Num-				Executive officers		
State			Designation of chairman	Title	Appointed by—			
Arizona	Employment Security Commission.	3		Part time	Elected by commission	Director, Unemploy- ment Compensation Division. Director, Employment	Commission	
District of Columbia,	Unemployment Compensation Board.	5	Employer and employee representatives ap- pointed by board of commissioners.	3 district commissioners ex officio; 2 per diem members.	By statute, president of Board of Commis- sioners appointed by President of United States.	Service Division. Director and secretary of board.	Board.	
Indiana	Employment Security	. 5	Tripartite	Per diem	Elected by board	Executive director of Employment Security Division and secretary of board.	Governor.	
Iowa	Employment Security	3	Binartisan and tripar-	Full-time	Elected by commission	Chairman	Commission.	
Maine	Employment Security	3	Bipartisan and tripar-	Full-time	By statute, public mem- ber.	Chairman	Governor.	
Michigan	Employment Security Commission.	4	Bipartisan and employ- er and employee.	Per diem	Elected by commission	Director and secretary of commission.	Commission.	
Mississippi	Employment Security Commission.	3	Employee	Part-time	Appointed by Governor.	Executive director and secretary of commission.	Commission	
Montana	Unemployment Compension.	3	Bipartisan	Chairman, full-time; 2 per diem members.	Appointed by Governor.	Chairman and executive	Governor.	
New Mexico		3			Appointed by Governor.	Chairman and executive	Governor.	
North Carolina		7	Tripartite in practice	Chairman, full-time; 6	Appointed by Governor.	Chairman	Governor.	
Oklahoma	Employment Security Commission.	δ	Tripartite	Per diem	By statute, public mem-	Executive director	Commission.	
South Carolina	Employment Security Commission.	3		Full-time	Elected by commission	Executive director	Commission.	
Texas		3	Tripartite	Full-time		Chairman and executive	Governor.	
Wyoming	Employment Security Commission.	3	Bipartisan (tripartite in practice).	Chairman, part-time; 2 per diem members.	ber. By statute, commissioner of labor.	director. Executive director	Commission.	

Also administers State retirement system.
 One member from each Supreme Court district and 1 member must be a representative of employees.
 Members of commission are elected by State general assembly.

B.—Independent department of State government (18 States)

State	Name of department	Title of executive officer	Explanatory notes
CaliforniaColorado	Department of Employment Department of Employment	Director of Employment. Executive director	Unemployment Compensation Commission (Industrial Commission ex officio) with tripartite membership is in Depart
Idaho Kentucky	Employment Security Agency Department of Economic Security, Bureau of Employment Security.	Executive director	ment of Employment; it functions as 2d appeal authority and exercises such powers as approving regulations. Commissioner is chairman and public member of the Unentiployment Insuranc Commission, a 3-man tripartite body which functions as 2d appeal authority and adopts rules and regulations.
Maryland Massachusetts	Department of Employment Security Division of Employment Security	Executive director	Division is by law in, but not subject to, Department of Labor and Industries, headed by commissioner.
Minnesota Nevada Nevada New Hampshire Ohio Oregon Rhode Island South Dakota Tennessee Vermont Virginia	Bureau of Unemployment Compensation Department of Employment	Commissioner	Board of review has power to adopt rules and regulations. State commissioner of labor is to give full cooperation and assist ance to the Employment Commission.
Washington West Virginia	Employment Security Department Department of Employment Security	Commissioner Director of Employment Security	Buce to the Employment Commission.

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State	Name of department and administrative	Name of employment security unit or	Employment security executive officer			
	head	units	Title	Appointed		
AlábamaAlaskaArkansas	Department of Labor and Industrial Relations (5 members). Industrial Commission (3 members with tripartite representation). Department of Labor, Commissioner Department of Labor and Industrial Relations, Commission (5 members,	Division of Employment Security Division of Employment Security	Director of Industrial Relations as chief of Division. Director	Governor. Commissioner. Governor. Labor commissioner. Governor. Commission. Commissioner of labor. Commission.		
Illinois	bipartisan). Department of Labor, Director	Division of Unemployment Compensa- tion, Illinois State Employment Service.	Director of labor	Governor.		
Kansas Louisiana Missouri	Department of Labor, Commissioner	Employment Security Division. Division of Employment Security Division of Employment Security Division of Employment Security	Director	Commissioner of labor Commissioner of labor. Governor.		
Nebraska New Jersey	Department of Labor, Commissioner	Division of Employment Security	Director	Governor. Governor.		
New York	Department of Labor, Industrial Com- missioner.	Division of Employment	Executive director	Industrial commissioner.		
North Dakota		Unemployment Compensation Division, North Dakota State Employment Service Division.	Chairman of Workmen's Compensation Bureau.	Governor.		
Pennsylvania		Bureau of Employment Security	Executive director	Secretary of labor and in		
Puerto Rico Utah.	Department of Labor, Secretary Industrial Commission (3 members, bi-	Bureau of Employment Security Department of Employment Security	Director Administrator	dustry. Secretary of labor. Commission.		
Wisconsin	partisan). Industrial Commission (3 members)	Unemployment Compensation Depart- ment, Wisconsin State Employment Service.	Chairman of Industrial Commission.	Governor.		

Only in North Dakota is the unemployment insurance law administered by the workmen's compensation agency.

In other States, commission members are in practice representative of labor groups. Altogether such groups are represented officially in 10 State employment security commissions (table 35-A).

Montana and Wyoming require that the membership of the commission be bipartisan in character, and Iowa, Maine, and Michigan, that the membership be both bipartisan and representative of employers, labor, and the public.

In four States the Governor designates the chairman of the commission; in five other States the commission or board elects its own chairman. In three States with tripartite representation on the commission, the public member is chairman by statute; in other States the public member is, in practice, chairman. The Wyoming Commissioner of Labor is, by statute, chairman of the employment security commission, and the president of the board of commissioners is chairman of the District of Columbia Unemployment Compensation Board.

In six States 1 the chairman of the commission is the executive officer of the employment security agency. In five States 2 with per diem or part-time commissions and South Carolina with a full-time commission, the commission appoints a full-time executive director or administrator. In Indiana the Governor appoints a full-time executive director who is secretary of the commission. In Arizona the part-time employment security commission itself supervises the two coordinate divisions, the Arizona State Employment Service Division and the Unemployment Compensation Division.

Independent departments of State government.—The independent departments or bureaus of employment, employment security, economic security or unemployment compensation represent another type of administrative development in 18 States (table 35–B). The administration of the program is headed by a director, executive director, commissioner, or administrator appointed by the governor. In Kentucky the bureau of employment security is a part of a department of economic security which includes a bureau of social services. In Massachusetts, the division of employment security is by law in, but not subject to, the department of labor and industries.

In State department of labor.—Nineteen States have placed their employment security divisions in the State department of labor, or industrial relations, or labor and industry, or labor and industrial relations, or under the State industrial commission. North Dakota utilizes another social insurance agency, the workmen's compensation board.

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¹ Iowa, Maine, Montana, New Mexico, North Carolina, and Texas.

² District of Columbia, Michigan, Mississippi, Oklahoma, and Wyoming.

In 16 of these States (table 35–C) the division of employment security or of employment is an integrated employment security agency headed by a director, executive director or administrator. In Florida, Illinois, and Wisconsin, separate unemployment compensation and employment service divisions report to the department of labor, and in North Dakota there are two separate divisions under the workmen's compensation bureau.

Merit selection of employees.—One of the Federal requirements for administrative grants to States under the Social Security Act is that the State unemployment insurance law make provision for "methods relating to the establishment and maintenance of personnel standards on a merit basis, except that the Secretary of Labor shall exercise no authority with respect to the selection, tenure of office, and compensation of any individual employed in accordance with such methods." All State laws have made provision for appointment on a merit basis of personnel administering the unemployment insurance programs, with the exception of the policymaking heads of the agency. In the States with a civil service law applicable to all departments of State government, appointment of employment security personnel is in accordance with State civil service regulations. Employees of the District of Columbia Unemployment Compensation Board are appointed under the Federal civil service regulations. In States without statewide civil service systems, employees are appointed under merit systems which were established to meet the requirements of the Social Security Act.

Advisory Councils

All but three State laws provide for statewide advisory councils. In 46 States such a council is mandatory; in three permissive. Hawaii and Montana have appointed advisory councils though there is no statutory requirement for such councils. In 27 States the council is appointed by the Governor, in 15 States by the employment security administrative authority, and in 9 States by the overall administrative agency (table 36).

Purpose of advisory councils.—In most States the councils are for the purpose of aiding the agency in formulating policies and meeting problems relating to the administration of the employment security act, and in assuring impartiality and freedom from political influence in the solution of such problems. The council can make recommendations on its own to the Governor and/or the legislature in 11 States.³ In Massachusetts the council reports to the Governor at least quarterly and to the legislature annually; in New York, to the Governor and

^{*} Alabama, Delaware, Massachusetts, Michigan, Missouri, New Jersey, New York, Ohio, Pennsylvania, West Virginia, and Wisconsin.

, , ,	State cou	incils .		• , ,,		·····
State .	to be also	Num-	Groups represented 2			Local or special councils
	Appointed by—	mem- bers !	Em- ployer	Em- ployee	Public	, ,
Alabama	Governor	9	· x	x	x	
Alaska Arizona	Governor Employment Security Commission Governor	5	X X	X X X	X X	Permitted.
Arkansas' California Colorado Connecticut	Governor Governor Governor	(1) 7 11 6	3 4 2	3 4	X 1 3 2	Permitted.
Delaware District of Columbia.	Governor		3 	3	1	, .
Florida Georgia Hawaii	Industrial Commission Commissioner of Labor Director of Labor and Industrial Relations.	(1) (1) 15	· · X X	X X 4	X X 7	Permitted. Permitted.
Idaho *	Executive Director of Employment Security Agency.	(1)	(1)	(1)	(1)	Permitted.
Illinois Indiana Indiana Iowa 4 Kansas Kentucky Louisiana Maine Maryland Massachusetts	Governor	(1) (1) (1) (2)	3 X X X X X X X X X X 2 4	3 X X X X X X X 2	3 X X X X X X X 2	Permitted. Permitted. Permitted. Permitted. Permitted. Permitted. Permitted. Mandatory.
Michigan	Governor	1 7	X X 2 5	X X 2 5	X X 3 5	Permitted. Permitted.
Nebraska Nevada New Hampshire New Jersey	mission. Commissioner of Labor Governor Governor	9 7	2 3 3	2 3 3	2 3 1 3	Permitted, Mandatory.
New Mexico New York North Carolina North Dakota Ohio	Governor Employment Security Commission Governor Governor Workmen's Compensation Bureau Governor		3 2 X 3 X X 2 3 X X X 3 X X X X	2 3 X 2 3 X X X X X X X X X X X	3 X 3 X X 3	Permitted. Mandatory. Mandatory.
Oklahoma Oregon Pennsylvania Puerto Rico	Governor Governor Secretary of Labor	(1) (1) (1)	3 X X	X X X X	X X X	Permitted. Permitted. Permitted.
Rhode Island South Carolina South Dakota Tennessee	Governor_ Employment Security Commission_ Governor_ Commissioner of Employment Se- curity.	(1) (1) (1)	3 X X •X	X X X	X X X	Permitted. Permitted.
Texas	Employment Commission Industrial Commission Governor Unemployment Compensation Com-	(1) 111 (1)	X 14 3 X	X 14 3 X	X 3 3 X	Permitted. Permitted. Permitted.
Washington	mission. Commissioner of Employment Se-	. 9	3	3	3	Permitted.
West Virginia Wisconsin Wyoming	curity. Governor Industrial Commission Employment Security Commission	(1) (1)	X X	2 X X	X X	Permitted. Permitted. Permitted.

¹ Number of members is minimum in Alabama and maximum in Arizona, Maine, and Washington; in Utah the number of employer and employee members is minimum; in Idaho the number of members may vary from a minimum of 3 to a maximum of 11 with no representation groups required; in other States footnoted, number of members is not specified.

² "X" indicates representation of group required but number of representatives not specified.

³ State council not mandatory; in Hawaii and Montana, no statutory requirement.

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legislature annually; in Missouri, to the Governor and legislature biennially; and in Pennsylvania, to the Governor periodically. In New Jersey the employment security council reports to the Governor and the legislature annually and at such other times as it may deem in the public interest. The Wisconsin council reports to each biennial legislature; in addition it may report to the proper legislative committee on any pending unemployment insurance bill.

In Colorado the council must approve expenditures from the special administrative fund. The California council is, by statute, limited to problems relating to administration of the employment service. The Illinois Board of Unemployment Compensation and Free Employment Office Advisors and the Board of Local Illinois Free Employment Office Advisors for each employment office are established by the Illinois Civil Administrative Code.

Representation on councils.—Equal representation of labor and employer groups is specifically provided in all States except Idaho and Texas, and one or more public members in all States except Michigan, Oklahoma, and Wisconsin. In Texas the council must be composed of persons representing employers, employees, and the public, but equal representation is not specified. In Idaho the director is to prescribe the qualifications of the members. In New Jersey no more than four members of the council may be of the same political party. In Nebraska two members must have no interest either as employers or employees, and in Missouri and Ohio at least three members must be individuals whose training and experience qualify them to deal with the technical, economic, and social aspects of unemployment insurance. Thirteen States 4 provide that women must be represented on the advisory council; in practice they are represented on other State councils. New Jersey has a separate advisory council on disability benefits. .

In Nevada the executive director of the employment security Department, and in Ohio the chief of the division of research, serve as ex officio secretary of the respective councils. In Oklahoma the chairman of the employment security commission is ex officio chairman of the council, and in Pennsylvania the secretary of labor and industry is ex officio a member of the council; the secretary appoints a member of his staff as secretary of the council. In Wisconsin a salaried employee of the industrial commission is chairman of the State council and of each local or industry committee.

Special councils.—Thirty-one States (see table 36) provide for local and industry or special councils as well as a statewide advisory council, but in only four States is their appointment mandatory. In all States except Illinois, Maryland, and West Virginia, the local

⁴ Alaska, Arizona, Arkansas, Indiana, Kansas, Nevada, New Mexico, New York, Oklahoma, Oregon, Pennsylvania, Puerto Rico, and Rhode Island.

State councils are appointed by the same authority as the State councils; in Illinois the director of the department of labor and in Maryland the executive director of the department of employment security appoint the local councils; in West Virginia the State advisory council appoints the local councils for a limited and temporary period. Local councils also must ordinarily be representative of employees, employers, and the public; however the permissive provisions in Arizona, Arkansas, Indiana, and Washington contain no statements concerning membership of the special councils. In Nevada the farm labor council must include representatives of substantial commodity interests so that the problems peculiar to each commodity group will be considered in State planning and administration.

Appeal Authorities

Among the requirements of the Social Security Act for Federal financing of the State administration of unemployment insurance is provision in the law for "opportunity for a fair hearing before an impartial tribunal, for all individuals whose claims for unemployment compensation are denied." All State laws provide for such appeal tribunals; all but four provide for two appeal stages (table 37) before cases can be appealed to the State courts. Obviously the provisions differ considerably from State to State with differences in the appeals load, in the overall administering pattern, in the geographic characteristics of the State, and other factors. In all States, not only individuals whose claims are denied but employers who have reported potentially disqualifying acts have a right to appeal decisions on claims.

First appeals stage.—Under 25 State laws, appeals at the initial stage are to be heard by a single referee or examiner, and in Arizona and Minnesota by an examiner and 2 associates. In 20 States the appeal may be heard by a referee or by a referee and 2 associates (table 37); in Wisconsin, by an examiner, 3 examiners, or an examiner and 2 associates; in West Virginia, by an examiner, 3 examiners, the board of review or a member of that board; in Massachusetts, by the board of review or any member of the board or by an examiner designated by the board; in Missouri, by a referee or 3 referees. When the States use a referee and two associates, the associates are representatives of the interests of employers and employees; on a per diem basis.

In Connecticut, where there is only one appeal stage, the Governor appoints six commissioners, one for each congressional district and one for the State at large, to be known collectively as the unemployment commission. The commissioners ordinarily hear cases singly, but any commissioner may request that two or more additional commissioners

sit at a particular hearing. Of the other three States without a second administrative appeal, Nebraska and New Hampshire have the alternative provision of a salaried examiner or an examiner and two per diem members representing employers and employees, and Hawaii uses a salaried referee.

"Second appeals stage.—Twenty-three States have a board of review or board of appeals or appeals board to hear cases appealed from the decision of the lower appeal tribunal (table 37). All these boards consist of three members, except New York which has five. The Florida Board of Review is composed of the chairman of the indus-

Table 37.—Constitution of initial and final appeals authorities

State	Initial appeals authority	Final appeals authority			
Alabama	Referee	Board of Appeals.			
Alaska	Referee	Commissioner of Labor,			
Arizona		Employment Security Commission.			
Arkansas	Referee, or referee and 2 associates	Board of Review.			
California.	Referee.	Appeals Board.			
Colorado	Referee	Unemployment Compensation Commission.			
Connecticut	Commissioner	(1),			
	Examiner, or examiner and 2 associates.	Employment Security Commission.			
Delaware. District of Columbia.	Examiner, or examiner and 2 associates	Unemployment Compensation Board.			
Florida	Referee	Board of Review,			
Georgia	Referee, or referen and 2 associates	Board of Review			
Hawaii	Referee	(1).			
Idaho	Examiner	Industrial Accident Board.			
Illinois	Referee	Board of Review.			
Indiana	Referee	Board of Review.			
Iowa	Referee Examiner, or examiner and 2 associates	Employment Security Commission.			
Kansas	Referee	Labor Commissioner.			
	Referee	Unemployment Insurance Commission.			
Kentucky	Referee, or referee and 2 associates				
Louisiana	Francisco conserving and Conserving	Board of Review.			
Maine Maryland	Examiner, or examiner and 2 associates	Employment Security Commission.			
Massachusetts	Referee Member of Board of Review or examiner designated by board.	Board of Appeals. Board of Review.			
Michigan	Referee	11 Doom?			
Minnesota	Examiner and 2 associates	Appeal Board.			
Mississippi	Paforna or reference and Comments	Employment Security Commissioner.			
Missouri	Referee, or referee and 2 associates	Board of Review.			
Montana	Referee, or 3 referees. Examiner, or examiner and 2 associates	Industrial Commission. Unemployment Compensation Commis-			
AT.1 .		sion.			
Nebraska	Examiner, or examiner and 2 associates	(4).			
Nevada	Examiner, or examiner and 2 associates	Board of Review.			
New Hampshire	Examiner, or examiner and 2 associates	(¹),			
New Jersey	Examiner, or examiner and 2 associates	Board of Review.			
New Mexico	Examiner, or examiner and 2 associates	Employment Security Commission.			
New York	Referee	Appeal Board.			
North Carolina	Examiner, or examiner and 2 associates	Employment Security Commission.			
North Dakota	Referee, or referee and 2 associates	Workmen's Compensation Bureau,			
Ohio	Referee	Board of Review.			
Oklahoma	Referee, or referee and 2 associates	Board of Review.			
Oregon	Referee	Appeals Board.			
Pennsylvania	Referee	Board of Review.			
Puerto Rico	Referee	Secretary of Labor.			
Rhode Island	Referee	Board of Review.			
South Carolina	Referee, or referee and 2 associates	Employment Security Commission.			
South Dakota	Referee	Employment Security Commissioner.			
Tennessee	Referee	Board of Review.			
Texas	Examiner	Employment Commission:			
Utah	Referee	Board of Review.			
Vermont	Referee	Employment Security Board.			
Virginia	Examiner, or examiner and 2 associates	Employment Commission.			
Washington	Examiner	Employment Security Commissioner.			
West Virginia	Examiner or 3 examiners or Board of Re-	Board of Review.			
Wisconsin	view or a member of the board. 1 or 3 examiners, or examiner and 2 associates.	Industrial Commission.			
Wyoming	Examiner, or examiner and 2 associates	Employment Security Commission.			

¹ Only one administrative appeal. See text.

trial commission, who is chairman, and the members of the commission. The Indiana Board of Review is appointed by the Employment security board; the Mississippi Board of Review by the employment security commission, and the New Jersey Board of Review by the director of the division of employment security; in the other States, the appeals board is appointed by the Governor.

The members of the appeals boards represent labor, employers, and the public in seven States; ⁵ but in West Virginia, the Governor may not appoint anyone who is identified with the interests of either employers or employees. In Ohio, Oregon, and Rhode Island, no more than two members, and in New York, no more than three members, may belong to the same political party; and in Oklahoma, no member may serve as an officer of any political party organization during his term of office.

In 25 States the second appeals stage is handled by an existing commission or agency head. These States include all but 4° of the 14 States headed by an independent commission or board; the board which constitutes the administrative agency functions as the appeals board. In Missouri and Wisconsin where the agency is under the State industrial commission and North Dakota where it is under the workmen's compensation agency, these overall agencies serve as the appeals board. Idaho utilizes the industrial accident board, part time, as the unemployment insurance appeals board. The Kentucky Commissioner of Economic Security and two per diem associate commissioners constitute the unemployment insurance commission which serves as appeals board and adopts rules and regulations.

In Minnesota, South Dakota, Virginia, and Washington the commissioner in charge of the independent employment security agency hears second-stage appeals, and in Alaska, Kansas, and Puerto Rico the commissioner or secretary of labor carries out this function.

⁸ Alabama, Arkansas, Louisiana, Nevada, Ohio, Oregon, and Rhode Island.

^e Indiana, Michigan, Mississippi, and Oklahoma.